

REQUEST FOR APPLICATIONS (RFA)

RFA NO.: ECE082110

**Government of the District of Columbia
Office of the State Superintendent of Education
Division of Early Childhood Education**

FISCAL YEAR 2010

Quality Rating and Improvement System (QRIS) Enhancement and Implementation Supports

The Office of the State Superintendent of Education (OSSE), Division of Early Childhood Education (ECE) invites the submission of applications for funding through the American Recovery and Reinvestment Act of 2009 (Pub.L. 111-5) and the District of Columbia Appropriated funds.

Announcement Date:	Friday, August 20, 2010
RFA Release Date:	Friday, August 20 2010
Pre-application Conference Date:	Tuesday, August 31, 2010
Application Submission Deadline Date:	Wednesday, September 15, 2010, 3:30 p.m. DST

Late Applications Will Not Be Forwarded to the Review Panel.

PRE-APPLICATION CONFERENCE

ATTENDANCE IS RECOMMENDED

WHEN: Tuesday, August 31, 2010

WHERE: Office of the State Superintendent of Education
Division of Early Childhood Education
717 14th Street, NW, 8th Floor Conference Room
Washington, D.C. 20005

TIME: 10:00 a.m. – 12:00 p.m. DST

CONTACT PERSON: Lesa Bonds
Administrative Officer
Office of the State Superintendent of Education (OSSE)
Division of Early Childhood Education (ECE)
717 14th Street, NW, 12th Floor
Washington, DC 20005
(202) 727-1839
lesa.bonds@dc.gov

Please RSVP to the OSSE/ECE no later than Thursday, August 26, 2010 as seating is limited. You may RSVP to Ms. Angelia McDuffie via telephone at (202) 727-1839, or via e-mail to angelia.mcduffie@dc.gov.

DEADLINES AND IMPORTANT DATES

Request for Applications Announcement	August 20, 2010
Request for Applications Release Date	August 20, 2010
Last Day to Register for the Pre-Application Conference	August 26, 2010
Conduct Pre-Application Conference	August 31, 2010
Written Question And Answer Deadline	September 3, 2010
Answers To Questions Available At: www.opgs.dc.gov	September 8, 2010
Deadline for Applications	September 15, 2010, 3:30 p.m. DST
Award Announcement	September 22, 2010
Grant Start and End Dates	September 27, 2010 to September 30, 2011

Checklist for Applications

- ☐ The applicant organization/entity has responded to all sections of the Request for Applications (RFA).
- ☐ The applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- ☐ The Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes listed in Attachments B and C are complete and contain the requested information.
- ☐ The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for OSSE/ECE approval upon receipt.
- ☐ The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- ☐ The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- ☐ The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The Budget and Funding Information is complete and complies with the format found in Attachment H of the RFA.
- ☐ The Board of Directors List is complete and complies with the format found in Attachment I of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form (Attachment J of the RFA) for each collaborative partner.
- ☐ The applicant has read and signed the Statement of Confidentiality found in Attachment K of the RFA, and has submitted signed copies for all staff who will work on this project.
- ☐ The application is printed on 8 ½ by 11-inch paper, double-spaced, on one side.
- ☐ The application uses Times New Roman or Courier 12 point-type font for body text, with one-inch margins.
- ☐ The program narrative section is complete and is within the 20-page limit for this section of the RFA submission.
- ☐ The applicant is submitting four (4) copies of the application: the required original and three (3) copies.
- ☐ The application format conforms to the guide listed in Section 6, Application Format, listed on page 12 of the RFA.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- ☐ The application is submitted to Office of the State Superintendent of Education, Division of Early Childhood Education, 717 14th Street, NW, Suite 1200, Washington, DC 20005, no later than **3:30 p.m. DST**, on the deadline date of **September 15, 2010**.

REQUEST FOR APPLICATIONS

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SECTION I: GENERAL INFORMATION

Introduction

The District of Columbia Office of the State Superintendent of Education, Division of Early Childhood Education (OSSE/ECE) is the lead agency responsible for coordinating early childhood education services to District of Columbia children and their families. OSSE/ECE provides leadership and coordination to ensure all District of Columbia children from birth to kindergarten entrance have access to high-quality early childhood development programs. OSSE/ECE also works to develop an effective early childhood education system by implementing high standards for programs and professionals, creating supports to meet standards, adhering to rigorous accountability measures, engaging community stakeholders and securing strong financial supports.

The U.S. Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Child Care and Development Fund (CCDF) through the Child Care and Development Block Grant Act of 1990 (42 USC 9858) requires states to create services and develop systems to improve the quality of subsidized early childhood programs.

One of the key quality building initiatives in the District is the *Going for the Gold* Tiered Rates Reimbursement System. Established in 2000, this incentive-based Quality Rating and Improvement System (QRIS) allows early childhood programs participating in the OSSE/ECE-administrated Child Care Subsidy Program (CCSP) to move through three (3) ascending payment tiers (i.e., Bronze, Silver, and Gold). Tiers are based on the degree to which programs meet high-quality standards. These standards build on basic child development facility licensing standards and place additional emphasis on quality indicators such as curriculum, learning environment, national accreditation, teacher-child interaction, staff qualification, family involvement and program administration.

Recognizing the need for continuous growth, the Quality Rating and Improvement System (QRIS) Enhancement and Implementation Supports program is designed to evaluate and enhance all components of this ten (10)-year old system including standards, monitoring and accountability, program and practitioner supports, fiscal incentives and family and consumer engagement.

Target Population

The target populations are early childhood programs participating in the District of Columbia Office of the State Superintendent of Education Child Care Subsidy Program.

Eligible Organizations/Entities

Applications are requested from organizations licensed to do business in the District of Columbia with extensive knowledge of national program accreditation standards for all early childhood

sectors, relationship-based technical assistance, QRIS models, Environment Rating Scales and the varying needs of early childhood programs in the District of Columbia. Applicants must also have prior experience working with cross-sector early childhood systems, knowledge of the District of Columbia's demographic make-up, and familiarity with the landscape and relevant resources necessary to further the objectives of this grant.

Source of Grant Funding

Funds in the amount of \$360,000 are available to award one (1) grant. Forty-six percent (46%) of the funds are made available through District of Columbia appropriated funds and fifty-four percent (54%) of the funds are made available through Child Care and Development Fund (CCDF) funding from the American Recovery and Reinvestment Act of 2009 from the U.S. Department of Health and Human Services, Administration for Children and Families. Grantees will be subject to requirements set forth in federal statutes, and any accompanying regulations.

Award Period

The base period of performance will not exceed twelve (12) months from the date of execution of the award. At its option, OSSE/ECE may extend the performance period up to twelve (12) months (i.e., one year) at a time and may exercise this option up to four (4) times. The total performance period of this grant will not exceed sixty (60) months, which will be the sum of the twelve (12) month base period plus four (4) one-year option periods. Any extension of the performance period is contingent upon compliance with all terms and conditions of the award, program and fiscal requirements, evidence of satisfactory grant performance and the availability of funds.

Grant Award and Amount

The OSSE/ECE intends to award one (1) grant award for a total of up to \$360,000.00. The OSSE/ECE may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

The OSSE/ECE also reserves the right to cancel this solicitation and to not award any grant for this requirement. The OSSE/ECE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

The OSSE/ECE shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicants must agree that all costs incurred in developing the application are the applicant's sole responsibility.

The OSSE/ECE reserves the right to accept or deny any or all applications if so determined it is in the best interest of OSSE/ECE to do so. The OSSE/ECE shall notify the applicant if it rejects that applicant's proposal. The OSSE/ECE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulation or requirement.

Terms and Conditions

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Anti-Deficiency Considerations

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 D.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Use of Funds

Grant funds shall only be used to support activities delineated in the Program Scope of this RFA and included in the applicant's submission.

Contact person

For further information, please contact:

Ms. Lesa Bonds
Administrative Officer
Office of the State Superintendent of Education
Division of Early Childhood Education
717 14th Street, NW, 12th Floor
Washington, DC 20005
(202) 727-1839
lesa.bonds@dc.gov

Internet

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Ms. Lesa Bonds, Administrative Officer, OSSE/ECE, at lesa.bonds@dc.gov:

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- E-mail address

Pre-application Conference

The Pre-application Conference will be held on **Tuesday, August 31, 2010 from 10:00 a.m. until 12:00 p.m. DST**, at 717 14th Street, NW, 8th Floor Conference Room, Washington, DC 20005.

Explanations to Prospective Applicants

Applicants are encouraged to mail, fax, or e-mail their questions to Ms. Lesa Bonds, Administrative Officer, OSSE/ECE, at lesa.bonds@dc.gov on or before **Friday, September 3, 2010**. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date. A response to all questions will be posted on the Office of Partnerships and Grant Services (OPGS) website, www.opgs.dc.gov on Wednesday, September 8, 2010.

SECTION II: PROGRAM SCOPE

Overview

Current research shows that early childhood is a critical developmental stage that impacts life-long learning. Access to high-quality early childhood programs during this stage can significantly enhance a child's growth in all developmental domains – cognitive, emotional, physical and social.

One of the key quality building initiatives in the District of Columbia is the *Going for the Gold* Tiered Rates Reimbursement System. This incentive-based Quality Rating and Improvement System (QRIS) allows early childhood programs participating in the OSSE/ECE-administered Child Care Subsidy Program (CCSP) to move through three (3) elevated payment tiers that reflect the degree to which programs meet high-quality standards.

Recognizing the need for continuous growth, the Quality Rating and Improvement System (QRIS) Enhancement and Implementation Supports program is designed to evaluate all components of the current QRIS program including, but not be limited to, standards, monitoring and accountability, program and practitioner supports, fiscal incentives and family and consumer engagement, solidify program outcomes and effectiveness, address challenges and propose revisions that will enhance this ten (10)-year old system.

Most importantly, this program will develop a wide-range of supports and technical assistance tools to increase program quality and movement through the tiers. Emphasis will be placed on supports that increase the number of nationally accredited programs and increase the number of programs that are able to use the Environment Rating Scales to improve quality. This work will be completed under the guidance of OSSE/ECE and must engage a cross-sector of key stakeholders.

General Grantee Responsibilities

QRIS Enhancement

The grantee will be responsible for:

- Collaborating with OSSE/ECE and key stakeholders to identify the strengths and challenges of all components of the current QRIS model including standards, monitoring and accountability, program and practitioner supports, fiscal incentives and family and consumer engagement;
- Analyzing feedback from internal and external stakeholders; and
- Proposing enhancements to all components of the current QRIS model.

QRIS Implementation

The grantee will be responsible for:

- Developing an implementation plan for the enhanced system;
- Supporting the development of QRIS policies and procedures, forms, monitoring tools, outreach resources and other programmatic materials;
- Designing training, technical assistance and other supports for early childhood programs in all sectors with strong emphasis on national accreditation and the Environment Rating Scales; and
- Supporting the QRIS infrastructure to meet the projected outcomes of the enhanced system.

Facility Requirements

The grantee will provide appropriate office facilities within the District of Columbia. These facilities must be handicapped-accessible and convenient to Metrorail, Metrobus, or other public transportation. The applicant must provide a description of the facility to be used, including, but not necessarily be limited to:

- Location;
- Size and layout;
- Availability of parking;
- Accessibility to individuals with disabilities;
- Convenience to Metrorail, Metrobus, or other public transportation;
- Furniture and equipment for use individuals seeking information, such as chairs, desks, and tables; and
- Computers and other related equipment.

In addition to the responsibilities stated above, the grantee will be expected to:

- Participate in OSSE/ECE-sponsored training programs to ensure that its staff is adequately trained to work with the target populations;

- Participate with the OSSE/ECE monitoring process, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed;
- Provide data to OSSE/ECE in a manner conducive with the database management system to be used by OSSE/ECE;
- Coordinate and maintain information regarding referrals, follow-up actions, and outcomes;
- Ensure OSSE/ECE that culturally-competent resources, materials, activities staff will be utilized;
- Meet with the OSSE/ECE to share information and technical assistance related to the status of grant activities, education, services, and best practices; and
- Conduct a Satisfaction Survey at the conclusion of each semester and use the results of this survey to improve program operations.

OSSE/ECE Responsibilities

The OSSE/ECE will assign a Monitor to monitor the project. The Monitor will:

- Review all written policies and procedures and printed materials for outreach applicable to the project;
- Review all monthly and quarterly progress reports, track and review monthly invoices and supporting documentation, conduct site visits, and hold periodic conferences with each grantee to assess the grantee's performance;
- Monitor and evaluate the performance of each grantee according to the Scope of Work and related service delivery standards; and
- Make periodic scheduled and unscheduled site visits to monitor the implementation of the program.

The Grantee must provide the Grant Monitor and other authorized representatives of OSSE/ECE and the District of Columbia Government, such access to its facilities, records, program trainees, and staff as may be necessary for monitoring purposes.

Performance Standards and Quality Assurance

OSSE/ECE expects that the Grantee's performance will result in measurable, quality improvements in the early childhood education. The Grantee will be expected to meet with OSSE/ECE to share information and review reports related to the status of grant activities. In addition, the Grantee will be required to meet performance standards and acceptable quality levels to be determined by OSSE/ECE and the Grantee.

Confidentiality of Records

Information concerning participants is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to OSSE/ECE. Specifically, the applicant must agree to and abide by the following conditions:

- Participant records shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. Participant records may not be divulged to unauthorized persons;
- No person receiving information concerning a participant shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented;
- Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both. (Prevention of Child Abuse and Neglect Act of 1977, as amended. D.C. Official Code § 16-2363); and
- All project staff, including volunteers, prior to engaging in work with participants shall sign a confidentiality statement. The applicant shall submit with the application a signed confidentiality statement, found in Attachment I, for each current staff person who will be working on the program.

Reporting Requirements

The Grantee will be required to report information in a manner consistent with the OSSE's database management information system requirements. At a minimum, the Grantee will be required to submit both monthly and quarterly reports to the Grant Monitor in an electronic formats approved by the Grant Monitor. Monthly reports will provide data needed to monitor the status of activities. Quarterly report will summarize progress in achieving the goals and objectives of the program and recommend steps for continuous improvement. The format for reporting will be prescribed by OSSE/ECE and will be required to facilitate prompt review of the Grantee's accomplishments in support of payment.

Security Certifications

The applicant must provide certifications herein that, if awarded a grant, it will conduct routine pre-employment criminal record background checks of its entire staff and volunteers that will provide services under the grant, as permitted by applicable D.C. law. Any conviction or arrest identified in the background checks of the Grantee's employees will be reported to the OSSE/ECE Compliance and Integrity Division which will determine the employee's suitability for employment.

Certifications, Licenses, and Assurances and Acknowledgement

Applicants shall complete and return the Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes found in Attachments B and C with the application submission.

SECTION III GENERAL PROVISIONS

Insurance

The applicant that is awarded the grant under this RFA must provide in writing the name of all of its insurance carriers and the type of insurance provided prior to execution of the award and a copy of the binder or cover sheet of their current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements. All policies except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability abilities arising out of the performance of services under the award. The grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.

Audits

The applicant shall provide a copy of its most recent and complete set of audited or unaudited financial statements available for their organization. If audited financial statements have never been prepared due to the size or newness of an organization the applicant must provide, at a minimum, an Organizational Budget, an Income Statement (or Profit and Loss Statement), and a Balance Sheet certified by an authorized representative of the organization, and any letters, filings, etc submitted to the IRS within the three (3) years before the date of the grant application. The applicant shall also submit evidence of being a legally-authorized entity (e.g. 501(c)(3) determination letter) and a current business license, if relevant for the applicant's business status and any correspondence or other communication received from the IRS within the three (3) years before submission of the grant application that relates to the applicant's tax status.

At any time before final payment and up to five (5) years thereafter, the District may audit the Grantee's expenditure statements and source documentation.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, and the District of Columbia Human Rights Act of 1977, as amended March 14, 2007, no person shall, on the grounds of race, color, religion, nationality, sex, marital status, matriculation or political opinion, be denied the benefits of or be subjected to discrimination under, any program activity receiving government funds.

Monitoring

The OSSE/ECE staff responsible for monitoring and evaluating the program will make periodic scheduled and unscheduled visits to project sites. During such visits, the Grantee will be required to provide access to facilities, records, clients and staff as may be necessary for monitoring purposes.

Staff Requirements

- The Grantee must employ appropriately qualified staff, and maintain documentation that its staff members, as well as any subcontractors, possess adequate training and competence to perform assigned duties.
- A Grantee receiving an award of at least \$100,000, and any of its sub-grantees receiving at least \$50,000 of that award, shall ensure that employees working on the grant-funded program/project shall be paid in compliance with the Living Wage Act of 2006 (**Act**), as amended. The Grantee shall cause the Living Wage Fact Sheet to be posted in plain view in a conspicuous site in its place of business.
- Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the OSSE/ECE Grant Monitor.

SECTION IV: APPLICATION SUBMISSION

Submission Date and Time

In order to be considered for funding, applications must be received no later than **September 15, 2010, 3:30 p.m. DST**. All applications will be recorded upon receipt. Applications accepted after 3:30 p.m. DST on September 15, 2010 **will not** be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

Number of Copies

The original and three (3) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (2) copies of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

Location to Submit Application

Applications must be received at or before the deadline date and time at the following location:

D.C. Office of the State Superintendent of Education
Division of Early Childhood Education
717 14th Street, NW, 12th Floor
Washington, DC 20005

Applicants should allow at least one hour before the deadline time to clear security protocols.

Mail/Courier/Messenger Delivery

Applications mailed or delivered by messenger/courier services must be received on or before September 15, 2010. Applications arriving via messenger/courier services after the posted deadline of September 15, 2010, 3:30 p.m. DST will not be considered for funding. Application packages must be delivered to and received by an OSSE/ECE staff member and not left at the security desk or other location by the courier services.

SECTION V: REVIEW AND SCORING OF APPLICATIONS

Review Panel

The Review Panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, data analysis, evaluation, and social services planning and implementation. The Review Panel will review, score, and rank each applicant's proposal against established scoring criteria. Upon completion of review, the panel shall make recommendations for an award based on the scoring process. OSSE/ECE shall make the final funding determination.

Scoring Criteria

Applicants' proposal submissions will be objectively reviewed against the specific scoring criteria shown in Table 1 below:

Table 1: Scoring Criteria

ITEM	CRITERIA	POINTS
A.	PROGRAM DESIGN AND WORK PLAN	
	The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope.	5
	The applicant describes, in detail, how the Program Scope and requirements will be accomplished in a timely, responsive, efficient, and cost-effective manner.	15
	TOTAL, PROGRAM DESIGN AND WORK PLAN	20
B.	PERSONNEL EXPERIENCE AND QUALIFICATIONS	
	The program narrative and supporting documents clearly detail the qualifications of key staff. Successful completion of the project is realistic given the qualifications of key staff. In cases where the positions have not been filled, the approach and criteria that will be used to hire experienced and qualified staff are clearly described and reasonable.	15
	The applicant demonstrates proposed personnel experience and capability in analyzing data and presenting the results of their analyses.	5
	The applicant describes how proposed personnel have demonstrated sensitivity towards diverse populations.	5
	TOTAL, PERSONNEL QUALIFICATIONS AND EXPERIENCE	25

C.	ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE	
	The qualifications of the applicant organization, any partner organization, and key staff should demonstrate the ability to: <ul style="list-style-type: none"> ▪ Achieve the program goals and objectives; ▪ Extend program outreach by eliminating the barriers to accessibility and implementing strategies to recruit and retain program participants from the target population; and ▪ Incorporate projected program plans and lessons learned for the continuation of programs and services found to be promising. 	15
	The applicant describes the knowledge and experience relevant to the project scope and requirements and in serving the target population. The applicant provides documented professional ties and experience in working with the target population, and the capacity to successfully meet the responsibilities associated with this grant. The applicant experience is directly aligned with scope of this grant.	10
	Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. <ul style="list-style-type: none"> ▪ The applicant has identified and demonstrated an understanding of issues affecting the target population. ▪ The applicant provides letters of support from community-based organizations and/or advocacy groups. 	10
	The applicant has a clear plan to hire or has qualified staff with the training and experience to conduct personal communications and related activities with the target population. The applicant also has the technical capability to maintain an information-base sufficient to produce required reports for OSSE.	5
	TOTAL, ORGANIZATIONAL QUALIFICATIONS AND EXPERIENCE	40
D.	BUDGET	
	The applicant demonstrates that the proposed budget is reasonable, realistic, and will facilitate accomplishing the Project Scope.	5
	The applicant provides evidence of sound fiscal management and financial stability. The applicant will document the availability of resources that support the applicant's organization other than the grant funds applied for.	5
	TOTAL, BUDGET	10
E.	COMPLETENESS AND FORMAT OF THE APPLICATION	
	The applicant provides all the information requested in the RFA and attaches all supporting materials. The applicant has followed the application format as specified in the RFA and remained within the specified page limits.	5
	TOTAL COMPLETENESS AND FORMAT OF THE APPLICATION	5
	MAXIMUM POSSIBLE SCORE	100

Decision on Awards

The recommendations of the Review Panel are advisory only and are not binding on the OSSE/ECE. After reviewing the recommendations of the Review Panel and other relevant information the OSSE/ECE shall make a final decision on which applicant(s) will receive funds and the amount to be funded.

SECTION VI: APPLICATION FORMAT

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 1 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Work plan (**Not to exceed 5 pages**)
- Certifications, Licenses and Assurances and Acknowledgement of District and Federal Statutes (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; H – Budget and Funding Information; I– Board of Directors List; J– Collaboration Commitment Form; K – Statement of Confidentiality; Appropriate Resumes; Organization Chart; and Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed 60 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman or Courier type recommended). Pages must be numbered. The review panel shall not review applications that do not conform to these requirements.

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of funds requested. See Attachment A.

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Issue(s) and/or need(s) to be addressed and evidence of this need;
- Description of the population to be served;
- Program description including specific service(s) to be provided;
 - Is the program using “best practices”?
 - Has this program been shown to be effective in other settings, based on national standards etc.?
- Specific, measurable program objectives and measurable outcomes;
- Proposed impact of the project due to the involvement of the applicant’s organization; and
- Experience with serving the target population— if no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.

Work Plan

The applicant must submit a detailed Work Plan showing how it plans to provide the required services. The applicant’s Work Plan must include, but not necessarily be limited to, the implementation plan for this project that specifies the sequential steps including objectives, activities to meet objectives, time tables, performance measures, etc. The Work Plan must be supplemented by the following items, which may be included in the Appendices:

- Organizational charts showing both the applicant's organizational structure and the proposed operational structure for the program. These charts should include the name, title, and reporting relationship of each individual.
- Resumes for each key individual shown on the organizational charts.

Program Budget and Budget Narrative

A standard budget form is provided in Attachment G. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative must contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at each budgeted amount.

- | | |
|-----------------------------|--|
| 1. Personnel: | Show proposed salaries and wages for all project staff. |
| 2. Fringe Benefits: | Include proposed fringe benefit expenditures including fringe benefit rate. |
| 3. Travel: | Show proposed expenditures for travel, including estimated travel for staff, consultants and participants. |
| 4. Equipment: | List proposed expenditures. |
| 5. Materials and Supplies: | List proposed supplies and educational materials expenditures. |
| 6. Consultants/Contractors: | List proposed consultant expenditures. |
| 7. Other Direct: | Rental or leasing of space for the project, utilities, telephone service, insurances, printing, copying, subscriptions, postage and maintenance services directly related to project activities. |
| 8. Indirect: | Show calculation and indirect cost rate. The indirect cost rate should not exceed ten percent (10%). |

Certifications, Licenses, and Assurances and Acknowledgement

Applicants shall complete Attachments B and C and return the attachments with the application. If the applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications, Licenses, and Assurances and Acknowledgement.

Appendices

This section shall be used to provide technical materials, additional requirements supporting documentation and endorsements. Such items must include:

- Audited financial statements for the past three (3) years.
- Documentation of organizational status (e.g. Tax Exemption Letter).
- Conflict of Interest Policy: A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may

receive an appropriate benefit. This document shall be agreed upon and signed by all board members.

- **Separation of Duties Policy:** This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.
- **Certificate of Good Standing Request:** This form must be completed and submitted to the District of Columbia - Office of Tax and Revenue. *It will take approximately seven (7) to ten (10) business days to process.*
- Proposed organizational chart for the project.
- Organizational budget (as opposed to project budget) for the current fiscal year.
- Letters of support or endorsements.
- Staff resumes (if applicable).
- Planned job descriptions (if applicable).

SECTION VII: LIST OF ATTACHMENTS

- Attachment A Applicant Profile**
- Attachment B Certifications, Licenses, and Assurances**
- Attachment C Acknowledgement of District and Federal Statutes**
- Attachment D Submission Receipt**
- Attachment E Work Plan**
- Attachment F Staffing Plan**
- Attachment G Budget**
- Attachment H Budget and Funding Information**
- Attachment I Board of Directors List**
- Attachment J Collaboration Commitment Form**
- Attachment K Statement of Confidentiality**

Attachment A: Applicant Profile

Place this form at the front of the application.

Applicant's Name: _____

Type of Organization (check all that apply): ☐ **Non-Profit Organization (501 (c)(3))**

☐ **Minority-Owned Businesses** ☐ **Women-Owned Businesses**

☐ **Small, Local, Disadvantaged Business Enterprise**

☐ **Other:** _____

Contact Person: _____

Office Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

**Federal Tax ID
Number:** _____

D-U-N-S® Number _____

Program Description: _____

Budget:

Total Funds Requested: \$ _____

Signature

Title

Date

Name of Organization



Office of the State Superintendent of Education
DISTRICT OF COLUMBIA
MAYOR ADRIAN M. FENTY

Certifications, Licenses and Assurances

Financial Records

All sub-grantee fiscal records are to be kept in accordance with **Generally Accepted Accounting Principles (GAAP)** and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.

Overdue Due Taxes

Applicant is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

Administrative and Financial Capability

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

Implementation Capability

That the applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or subgrant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the applicant has a satisfactory performance record performing similar activities as detailed in the award;

The applicant has a satisfactory record of integrity and business ethics;

The applicant has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;

The applicant is in compliance with the applicable District licensing and tax laws and regulations.

Misconduct Certifications

The applicant is required to disclose in a written statement, the truth of which is sworn or attested to by the applicant, whether the applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- been the subject of legal proceeding arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Assurances

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87A-110, A-122, A-128, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.

8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance", includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

CERTIFICATE OF ACKNOWLEDGMENT OF NOTARY PUBLIC

The District of Columbia

This document was acknowledged before me on _____ [Date] by
_____ [name of principal].

[Notary Seal]

(Signature of Notary Officer)

Notary Public for the District of Columbia

My commission expires: _____

Acknowledgement of Authorized Representative

*As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the
above Certifications, Licenses and Assurances*

Typed/Printed Authorized Representative and Title

Signature of Authorized Representative



Office of the State Superintendent of Education
DISTRICT OF COLUMBIA
MAYOR ADRIAN M. FENTY

Applicable District and Federal Statutes and Regulations Acknowledgement

The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 et seq.)
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 et seq.)
- The Clean Air Act (Subgrants over \$100,000) Pub. L. 108-20 I, February 24, 2004, 42 USC cha. 85et.seq.
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et seq.)
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et. seq.)
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
- Military Selective Service Act of 1973
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01
- Title VI of the Civil Rights Act of 1964
- District of Columbia Language Access Act of 2004, DC Law 15 - 414, D.C. Official Code § 2-1931 et seq.)
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)

-
- Rehabilitation of the Handicapped Act (Section 504)
 - Title II of the Americans with Disabilities Act
 - Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.1 et seq., 2005 Supp., as amended)
 - District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Official Code §2-220.01 to .11)
 - District of Columbia Day Care Policy Act of 1979, as amended, effective September 19, 1979, D.C. Law 3-16; D.C. Official Code §§ 4-401(4), and 4-413) (2008 Repl.)
 - District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Official Code § 7-2036(b) (2008 Repl.)
 - Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363)
 - Pre-K Enhancement and Expansion Amendment Act of 2008
 - United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub.L. 103-333, Section 507: Purchase of American-Made Equipment and Products
 - The Pro Children Act of 1994, Part C, Pub.L 103-227

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above Certifications, Licenses and Assurances

Authorized Representative Signature and Title

Date

Attachment D: Submission Receipt

OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION
DIVISION OF EARLY CHILDHOOD EDUCATION
717 14TH STREET, NW, TWELFTH FLOOR
WASHINGTON, DC 20005
ATTENTION: LESA BONDS

THE OSSE/ECE IS IN RECEIPT OF A PROPOSAL FROM:

Contact Name/ Please Print Clearly

Organization Name

Street Address

City

State

Zip Code

Phone

Fax

Amount Requested

OGM USE ONLY:

Please Indicate Time:

ORIGINAL and

COPIES

RECEIVED ON THIS DATE / /2010

Received by: _____

APPLICATIONS WILL NOT BE ACCEPTED AFTER SEPTEMBER 15, 2010, 3:30 P.M DST

Attachment E: Work Plan

Agency:						Submission Date:							
Services Area:						Project Manager:							
Budget:						Telephone #:							
Measurable Objectives		First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
Objectives:		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.
Activities:													
1.													
2.													
3.													
4.													
5.													
6.													
7.													

Attachment F: Staffing Plan

Name	Position Title	Filled/Vacant	Annual Salary	% of Effort	Start Date

Attachment G: Budget

Agency:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number	
CATEGORY	GRANT FUNDS	MATCHING FUNDS	TOTAL
Personnel			
Fringe Benefits			
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Scholarships and Student Support (85%)			
Other (specify)			
Subtotal Direct Costs			
Indirect/Overhead (Not to exceed 10%)			
Total			

Attachment H: Budget and Funding Information

Organization Name _____

Organizational Fiscal Year _____

FY Budget _____ Income _____ Expenses _____

List all District of Columbia Government agencies the organization has received funding from within the last 5 years.

<i>Agency Name</i>	<i>Grant Name</i>	<i>Award Date</i>	<i>Funded Amt</i>	<i>Project Title</i>

Attachment I: Board of Directors List

Name	Phone	Email	Length of Term	Position on Board (i.e. Chairman, President, Treasurer)	Primary Affiliation (i.e. Children's Hospital, Community Member, Bank of America)

Human Resources

Number of Full Time Employees: _____ Number of Part time Employees: _____

Number of Volunteers: _____

Attachment J: Collaboration Commitment Form

Please include information on this form about the activities and/or services that will be provided by the collaborating organization. A form must be provided for each collaborating organization. The application must demonstrate the level of effort for each partner, proposed services, and provide the budget costs of the collaboration in the applicant's application submission.

Collaborating Organization(s):		
Name:		
Address:		
Telephone:	Fax Number:	Email Address:
Describe how you organization plans to collaborate with other organizations to achieve your program goals. Also discuss any shared resources. (Use additional blank sheets if needed.)		
The signatures below indicate that the organization has collaborated on the development of the application and agree to continue the partnership throughout the implementation of the project as described in this application submission.		
Authorized Representative(s):		
Type Name(s):		
	Tel.:	
	Tel:	
	Tel:	
Signatures:		
	Date:	
	Date:	
	Date:	

MAY BE SINGLE-SPACED

Attachment K: Statement of Confidentiality

GOVERNMENT OF THE DISTRICT OF COLUMBIA STATEMENT OF CONFIDENTIALITY

I, _____ hereby affirm that I will hold confidential any information gathered or disclosed to me as project staff member/volunteer as set forth in Section §16-2363 of the Prevention of Child Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

Signature

Title

Date

Name of Organization